

**UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF TEXAS**



Vacancy Announcement 03-ADO

**ADMINISTRATIVE SERVICES OFFICER
San Antonio, Texas**

Closing Date: Open Until Filled

Applications received by June 30 will receive priority review

Starting Salary Range: \$67,537-\$84,443

Classification level range: \$67,537-\$109,801 (CL29)*

*The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts.

Primary Responsibilities

The Administrative Services Officer supervises and oversees all facets of the administrative services section, including budget, finance, property and procurement, space and facilities, court contracts, and internal controls. The incumbent supervises support positions in the areas of finance, property and procurement, and space and facilities. The incumbent reports to the Clerk of Court.

- Manages the development and execution of fiscal operating plans. Provides the Clerk with timely analysis, reviews and reports.
- Develops guidelines and controls to ensure the integrity and security of court finances and physical assets.
- Manages all financial and accounting and reporting functions.
- Develops and conducts internal management reviews and audits
- Oversees and manages the procurement of all court supplies, equipment, services and furnishings from government and non-government sources through new contracts, competitive bids or existing government contracts.
- Analyzes and evaluates major obligations and contracts for compliance with financial guidelines and conformance with spending projections.
- Oversees and manages the space and facilities functions of the court. Manages new projects and oversees construction and tenant alteration projects. Participates in project planning and design meetings.
- Analyzes and advises on space utilization issues through the development of short and long-range procurement and facilities improvement plans.
- Oversees the inventory listing of property and conducts inventory reconciliations.
- Devises, implements, and perfects administrative and managerial techniques, system methods, programs and procedures in order to improve the efficiency of the administrative section.
- Supervises and evaluates administrative support personnel. Assigns, coordinates, and establishes performance expectations and work requirements for subordinate staff.
- Counsels subordinates in the development of procedures for streamlining work functions and increasing the quality, efficiency, and productivity of their respective work area.
- Coaches subordinates to enhance performance and expand skills; provides opportunities for development and ensures that staff receives adequate training.
- Cultivates a network of professional contacts within the federal judiciary and the private sector to remain informed on better practices and technical advances.

Minimum Requirements:

The selected candidate must have 3 years of proven experience with budget oversight and thorough knowledge of budget, financial, and procurement processes and practices. Additionally, must be knowledgeable of facilities management, statistical principles and contracting. Demonstrated experience working with financial and/or administrative policies, and implementing internal controls. This position requires the maturity, ability and discipline to function independently in a complex environment, and to implement and coordinate a sound financial stewardship program. The skill, ability, and knowledge gained must have included at least one year of experience at or equivalent to the next classification level below the level of the position for which the applicant is being considered (CL28).

Additionally, a minimum of two (2) years of direct supervisory experience is required which must include a proven track record of directing and leading a professional level staff including setting performance objectives, providing ongoing coaching and counselling, and conducting results-oriented performance appraisals.

Preferred Qualifications:

A bachelor's degree in finance, accounting or related discipline. Administrative and financial experience in a federal government sector environment. Thorough understanding of judiciary policies and procedures. A working knowledge of basic Information Technology infrastructure.

Additional Information:

Federal Judiciary employees are considered at will and are not subject to the employment regulations of competitive service. Employees are required to adhere to the Code of Conduct for Judicial Employees. Employees undergo an initial background investigation. Appointments are provisional and contingent upon the satisfactory completion of a back-ground investigation. A negative finding may result in termination of employment. Updates are required every five years. Applicants must be a U.S. Citizen or lawful permanent resident actively seeking citizenship. Travel for the interview and relocation expenses will not be reimbursed. All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Employee Benefits:

For information about benefits please visit: [Benefits | United States Courts](#)

All applicants are required to submit the following in one pdf document in the following order:

- Cover letter
- AO78 Federal Judicial Branch Application for Employment (obtained at [Federal Judicial Branch Application for Employment](#))
- Any additional attachments applicant would like to submit (i.e., professional certifications, resume, recent performance review)
- Title the pdf document as follows: Last Name, First Name, 03ADO
- E-mail to: Patty_Nelson@txwb.uscourts.gov

The United States Bankruptcy Court is an Equal Opportunity Employer